

3 May 1957

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Suggestion No. 2413

25X1A

Date of the Suggestion: 21 June 1956

DD/P RI/TY Supervisor GS-8

Summary of the Suggestion:

Suggester proposed the use of new typists' desks - sample drawing attached.

B. Evaluation of the Concerned Offices:

Chief, O&M Staff (DD/S Area) on 17 September 1956 stated the following:

"Any improvement that can be made in the typing section of RI would be helpful. Long over crowded due to shortage of space with the consequences of morale factors, procedural handicaps due to non-contiguous location in relation to other units served. This suggestion appears to indicate worthwhile results, if adopted in

- a. Better organization of work area and work materials.
- b. Standardization of procedures.
- c. Adaptability to machine techniques and requirements.
- d. Improved morale through better work conditions plus knowledge that importance of function has been recognized by provision of special equipment."

Chief, RI on 23 April 1957 made the following statement:

"RI has completed tests on three manufacturers' prototype models of the desk described in Suggestion No. 2413.

"As a result of these tests, a requisition was prepared on 22 April 1957 for thirty (30) desks as furnished by one of the three manufacturers.

"It is recommended that the suggester receive an award based on moderate benefit with a local application (\$100 to \$150)."

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C. Recommendation of the Executive Secretary:

Approval. Award of \$100-\$150 based on intangible benefits
(moderate-local).

JK
\$100.00

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SIDE VIEW

DRAWER

27"

6"

TOP VIEW

44"

5"

RECESSED WELL

10 1/2"

10 1/2"

4 1/4" x 1 3/4"

3"

6"

3 1/2"

SIDE VIEW

FRONT

20"

14"

10"

30 1/2"

DRAWER

5"

